

## I-Gov Short-Term Goals Matrix

09/03/03

No.	Source(s)	Goal	Explanation	Statutory or Administrative	PRELIMINARY VITA PROREFORM ADMINISTRATIVE PROPOSALS
1	Ron Jordan Craig Kennedy Fred Norman	Revise state procurement manual	-Allow educational communication -Include the estimated budget for the procurement -Include evaluation weighting	Administrative	<ul style="list-style-type: none"> <li>VITA released its <b><i>"Buying Smarter, Faster, Better: VITA's Guide to Technology Procurement"</i></b> on July 1, 2003.</li> <li>VITA is exempt from DGS's Vendors Manual and APSPM for IT procurements.</li> </ul>
2	Ron Jordan Chris Law Fred Norman	Standardize terms and conditions	-Reasonable limitation of liability clause	Administrative	<ul style="list-style-type: none"> <li>VITA has adopted a revised limitation of liability clause which limits the industry partner's liability for damage to government property to 2X the value of the contract or annual value of the contract or \$1M (depends on contract) whichever is greater.</li> <li>T's and C's are becoming standardized and will be linked to commodity codes.</li> <li>T's and C's templates grouped per commodity code will be web-enabled for reference by the vendor community.</li> </ul>
3	Chris Law	Standardize contracts	-Negotiate once, not every project -Focus on negotiating Statement of Work/Deliverables	Administrative	<ul style="list-style-type: none"> <li>VITA is utilizing increased use of statewide contracts and catalog purchasing. These types of contracts will be rebid at pre-scheduled periods.</li> <li>Standardized T's and C's as well as template IFB &amp; RFP procedures (which will not vary with each solicitation) will increase standardization.</li> </ul>

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4	Ken Anderson Greg Phillips Ron Jordan	Allow Term contracts for IT services	<p>- A term contract for firms would allow firms to bring all of their expertise, experience, and flexibility to bear in accomplishing specific tasks. They are then held accountable for results.</p> <p>-E.g. Ohio approach uses GSA schedule contract price as benchmark.</p>	Administrative	<ul style="list-style-type: none"> <li>• VITA has begun to adopt several variations for contracts for COVA IT services including a vendor-management solution or asking for a vendor partnership solution.</li> <li>• VITA recently awarded the Advanced IT Resource Services Contract that emphasized contractor solutions and partnerships.</li> </ul>
5	Ron Jordan Greg Phillips	Develop a task order/mini RFP process	<p>-For small projects</p> <p>-North Carolina approach</p> <p>-Solution-oriented contract</p>	Administrative	<ul style="list-style-type: none"> <li>• A task order/mini RFP process is a central component of VITA's new IT procurement process and this can be accomplished easily through the online RFP process in eVA. Prequalification of vendors for certain commodity codes will also allow the online RFP process to be faster and more solution-oriented.</li> <li>• This will increase productivity and responsiveness while decreasing labor and paper-driven processes.</li> <li>• eVA provides e-Mall and catalog-type functionality which can be adapted for this purpose.</li> </ul>

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6	Dan Galloway Joy Hughes Greg Phillips	Allow agencies to piggyback on beneficial contracts established by other entities	-Contracts by entities such as GSA, state and local govt., VDOT and higher education (e.g. VASCUPP).	Administrative	<ul style="list-style-type: none"> <li>The 2003 amendment to the cooperative procurement statute (§2.2-4304) will allow piggybacking of public contracts meant for "public bodies."</li> </ul>
7	Ken Anderson	Allow professional procurement procedures for some specific types of information technology services	-Some information technology services are much like professional services (e.g., accounting, architecture, etc.) yet the Code does not allow this procedure since it is limited to those specifically designated as professional services.	Statutory	
8	Ben Lewis Fred Norman	Establish a pre-approved vendor list.	<p>-Vendors accepted through any competitive process should be pre-qualified for other contracts.</p> <p>-Similarly, if vendors are awarded and successfully complete a competitively award contract, they should have the ability to be added to a blanket contract every year.</p>	Administrative	<ul style="list-style-type: none"> <li>VITA will be utilizing the RFI process to prequalify our industry partners for certain commodity codes and in certain service categories.</li> <li>VITA will prequalify our industry partners for participation in reverse auctions.</li> <li>Some of this prequalification will be achieved through prenegotiated master contracts.</li> </ul>
9	Fred Norman	Pre-approve out-of-state vendors	-Amend the Fair Procurement Act to allow vendors, their products and services, selected through competitive bid process in other states, and, that agree to Virginia's Terms and Conditions to be added to Virginia's approved vendor, products and services lists.	Statutory	

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10	Fred Norman	Increase the dollar thresholds associated with particular procurements	-Increase the dollar thresholds that determine when each type of procurement procedure is required, increasing procurement cards purchasing limits accordingly.	Statutory	
11	Dan Galloway	Create a library of RFPs and IFBs	-Drawn from state agencies as well as local governments so that government organizations do not have to "reinvent the wheel" every time they need to do a major IT procurement.	Administrative	<ul style="list-style-type: none"> <li>• All RFPs &amp; IFBs will be in web-enabled template forms tied to commodity codes.</li> <li>• Template forms will only change on a pre-scheduled basis and will be available via the web.</li> <li>• Industry partners will know if they are interested in bidding on a certain commodity, what the RFP or IFB will look like and the T's and C's standardized to that commodity code.</li> </ul>
12	Dan Galloway	Extend the old DIT "Body Shop" contract	-Extend at least through the end of this fiscal year. This will allow those organizations that are currently using consulting companies off that contract that did not get awarded the new contract enough time to develop a plan for a smooth transition to the use of other types of services, or to hire FTEs to replace these consultants if appropriate.	Administrative	<ul style="list-style-type: none"> <li>• VITA has recently awarded its Advanced Resources for IT Services contract to 5 industry partners.</li> <li>• VITA has staff augmentation contracts with a myriad of industry partners to supplement agency IT staffing needs.</li> </ul>
13	Joy Hughes	For "approval to purchase" process for large procurements, set measurable goals for timeliness of response	-Also, hold DTP accountable for meeting those goals; also raise the approval threshold significantly now that agencies are required to include all kinds of costs in their determination of project costs.	Administrative	<ul style="list-style-type: none"> <li>• VITA is committed to providing an online process tracking system for all IT procurements that would be available to its customers and industry partners.</li> <li>• "Best practices" working time frames from receipt of complete specs to award will be established based on commodity code.</li> </ul>

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14	Fred Norman	Establish a vendor liaison with Secretary of Technology	-Would act as a single point of contact for IT vendors to navigate the maze of the Commonwealth.	Administrative	<ul style="list-style-type: none"> <li>The Secretary of Technology or the Information Technology Investment Board may more appropriately address this goal.</li> </ul>
15	Fred Norman	Agencies provide timely notification of short list selections	-Once the short list is chosen, it should be published and vendors notified so that they can commit resources to other projects instead of being left waiting for an answer.	Administrative	<ul style="list-style-type: none"> <li>Although VITA is attempting many solutions to decrease the time involved for its industry partners in IT procurements, including prequalification, developing a "short list" is still under review.</li> <li>Publishing a "short list" of "intended awards" may leave VITA open to protest before negotiations are complete and a true decision to award has been made.</li> </ul>
16	Chris Long	Initial review of whether service or good being procured is an appropriate role for government	-Commonwealth should consider whether government should be involved in the function before it seeks to procure goods or services to achieve it. That review should be based on merit and appropriateness of the function and requires openness and public comment.	Administrative	<ul style="list-style-type: none"> <li>This requires a policy determination that is outside of VITA's statutory IT procurement responsibilities.</li> <li>§2.2- 2012(c) requires VITA to be procurement vehicle for all IT.</li> </ul>

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17	Diane Horvath Bud Oakey	Establish IT procurement best practices		Administrative	<ul style="list-style-type: none"><li>• VITA's recommendations are based on the following "best practices" for IT procurement::</li><li>• Use of technology brokering services, when appropriate.</li><li>• Solution-oriented IFBs and RFPs</li><li>• Value-based purchasing – the state buys the best IT solution available, not the one that costs the least.</li><li>• Long-term strategic partnerships with qualified industry partners.</li><li>• Shared risks and benefits between the state and its industry partners.</li><li>• Pool of qualified industry partners.</li><li>• Enterprise-wide architecture for COVA.</li></ul>

## I-Gov Long-Term Goals Matrix

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No.	Source(s)	Goal	Explanation	Statutory or Administrative	PRELIMINARY VITA PROREFORM ADMINISTRATIVE PROPOSALS
1	Ron Jordan	Enact a Public-Private Technology Partnership Act	-Allow unsolicited proposals -Encourage vendor consortiums -State does not have the general fund resources to successfully develop, implement and operate large ERP projects/systems	Statutory	<ul style="list-style-type: none"> <li>“Technology infrastructure” was added as a “qualifying project” under the PPEA in the 2003 General Assembly session. (HB 1925, Patron: Nixon).</li> </ul>
2	Ron Jordan Bud Oakey	Establish a Technology Trust Fund similar to Higher Education Trust Fund for Technology	-Debt financing for major general fund projects and for technology upgrades -Direct appropriations to the fund buy-down the cost of borrowing by agencies -Agencies repay loans through operating appropriations on a pre-determined basis -Assures funding continuity for general fund multi-year projects without getting caught in the budget process each year.	Statutory	
3	Ron Jordan	Establish a single entity and review process	-Review the business case and agency capacity -Review the total cost of ownership or return on investment as appropriate -Monitor progress on an exception basis	Administrative	<ul style="list-style-type: none"> <li>This goal is being addressed b VITA’ s Strategic Management Services division.</li> </ul>
4	Bud Oakey Bruce Wine	Replace the existing state PC contract with a subscription to WSCA.	-Western States Contracting Alliance (WSCA) is a contracting vehicle available to all government entities where the volume of purchases is pooled with other members of the alliance to obtain the very lowest prices. Over 30 states including Louisiana and Georgia currently use WSCA nearly exclusively. Over \$2Billion has been purchased through WSCA since October of 1999.	Administrative	<ul style="list-style-type: none"> <li>VITA’s research reveals a 3-4% across the board savings could be possible for purchases made through WSCA vs. COVA present negotiated volume discounts.</li> <li>VITA is conducting an ongoing evaluation whether it would be more beneficial to COVA to join WSCA (and diminish its IFA recovery)/develop a WSCA-like entity with a beneficial IFA recovery mechanism.</li> </ul>

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